

Brittany E. Lutz

From: noreply@civicplus.com
Sent: Friday, January 6, 2023 11:40 AM
To: BOCC Consent
Subject: Online Form Submittal: OUT OF STATE TRAVEL REQUEST APPLICATION

****EXTERNAL EMAIL****

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OUT OF STATE TRAVEL REQUEST APPLICATION

Traveler's Name	Tifini Fairbanks
Dept/Committee	Superior Court Drug Court
Date of Request	1/6/2023
Travel Type	Out of State Travel
Departure Date	3/26/2023 10:00 AM
Return Date	3/31/2023 12:28 PM
Funding Source	Department
Account Code	Field not completed.
Destination (City, County, State)	Oklahoma City, Oklahoma
Purpose of Travel	Treatment Court Coordinators Training
Hotel - GSA Rate	104.00
Hotel - Nightly Rate	102.00
Cost Application	Conference Rate
Rental Car Required	Yes
Hotel Total	510.00
Conference Fee	850.00
Daily M&IE at Destination	64.00
Rental Car Cost per day	68.00



Explanation for Rate (required if hotel cost is greater than per diem, or government rate)	n/a
Air Carrier	Delta
Cost of Flight	727.40
Total trip cost (Include all cost totals)	2779.40
Preparer's Name	Tifini Fairbanks
Preparer's Title	Drug Court Coordinator
Preapproved by EO/DH?	Yes

Use of travel card to fill a rental vehicle gas tank prior to its return is recommended.

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